



Real Estate License Transfer Application User Guide



Contents

1	Introduction	3
1.1	What is the Real Estate License Transfer Application?	3
1.2	Forms of Payment	3
1.3	Refunds	3
1.4	Service Costs	3
2	Getting started	4
2.1	Logging In	4
3	Broker User Guide	5
3.1	User Options	5
3.2	Option 1: Transfer	6
3.3	Option 2: Move to Referral (Same Company)	10
3.4	Option 3: Move to Referral (New Company)	11
3.5	Option 4: Move to Assigned	13
3.6	Option 5: Move to Unassigned	14
3.7	Option 6: Move to Inactive	15
4	License Transfer Status	16
5	Managing Broker User Options	17
6	Logout	19



1 Introduction

1.1 What is the Real Estate License Transfer Application?

The IN.gov Real Estate License Transfer Application is an online system that allows real estate licensees to complete many of their license status and association changes. The system has been created to eliminate the need for the submission of the traditional transfer form by mail, saving licensees time and money, and letting them get to work without delay.

1.2 Forms of Payment

The current methods of payment accepted are Visa, MasterCard and Discover.

1.3 Refunds

Refunds will only be processed for transactions where there is clear technical error. Please take care to select the appropriate option, as selecting an option that was unintended will not be the basis for a refund. The system has multiple confirmation options to ensure that the option selected is the one intended by the user.

If you believe a transfer you have submitted has encountered a technical error, please contact the Indiana Professional Licensing Agency at pla9@pla.in.gov or (317) 234-3009.

1.4 Service Costs

This online service is provided by a third party working in partnership with the State of Indiana. The purchase price includes the third party's costs to operate, maintain and enhance the State's computer gateway, IN.gov and eCommerce services.

This is made possible through a contract administered under the authority of the Indiana Office of Technology (IOT) as designated in EDS # D20-7-0981



2 Getting started

2.1 Logging In



Bookmark this website or
save a shortcut to your desktop

Type in your License Number and the last four digits of your Social Security number, then click on the “Login” button to start

License Number:

Your License Number

Last four digits of SSN:

####

Login ➞

Help

Having trouble logging in?

If you enter any of the login information incorrectly, you will not be able to access the system. Please re-enter your login information.

If you still cannot log in, please contact the Indiana Professional Licensing Agency by phone at (317) 234-3009 or by e-mail at pla9@pla.in.gov.



3 Broker User Guide

3.1 User Options

Your current license status will determine what options you are able to select. The options you are not able to perform will be grayed out. You cannot use this system to activate your license. For activation you must submit a paper transfer form with the required fee and CE certificates. If you feel you have questions about the options available to you, please contact IPLA by e-mail at pla9@pla.in.gov or by phone at (317) 234-3009.

Option 1: Transfer

This option allows you to transfer your license to a new company or managing broker. The company license or broker license is needed for this option. This transfer request will not be completed until the new company or managing broker approves the request. You will receive an email notification after the request is approved or if the request is denied.

Option 2: Move to Referral (Same Company)

This option allows you to move your license to referral status. An email notification will be sent to your current managing broker notifying him/her of your status change.

Option 3: Move to Referral (New Company)

This option allows you to transfer your license to a new company or managing broker and move your license to referral status. The new company license or broker license number is needed. This transfer request will not be completed until the new company or managing broker approves the request. You will receive an email notification after the request is approved or if the request is denied.

Option 4: Move to Assigned

This option allows you to move your license from unassigned status to a new company or managing broker. This request will not be completed until the new company or managing broker approves the request. You will receive an email notification after the request is approved or if the request is denied.

Option 5: Move to Unassigned

This option allows you to move your license to an unassigned status. An email notification will be sent to your current managing broker notifying him/her of your status change.

Option 6: Move to Inactive

This option allows you to move your license to an inactive status. While your license is in inactive status, you are not required to complete

Select an Option for Your License

1 **TRANSFER***

Transfer your license to a new company or managing broker. The company license or managing broker license or number is needed.

2 **MOVE TO REFERRAL (SAME COMPANY)***

Move your license to referral status with your current company or managing broker.

3 **MOVE TO REFERRAL (NEW COMPANY)***

Transfer your license to a new company or managing broker and move your license to referral status. The company license or managing broker license or number is needed.

4 **MOVE TO ASSIGNED***

Move your license from unassigned status to a new company or managing broker.

5 **MOVE TO UNASSIGNED**

Move your license to unassigned status.

6 **MOVE TO INACTIVE**

Move your license to inactive status.

* A \$10 transfer fee will be charged with this option.



continuing education. You must certify that you will not perform an act that requires a broker license.

3.2 Option 1: Transfer

This option allows you to transfer your license to a new company or managing broker. The company license or broker license is needed for this option. This transfer request will not be completed until the new company or managing broker approves the request. You will receive an email notification after the request is approved or if the request is denied.

1 **TRANSFER***

Transfer your license to a new company or managing broker. The company license or managing broker license number is needed.



The company or broker license is needed to complete this request. If you already know the license number for the company or broker you are transferring to, you can proceed to the next step. If you do not know the license number, click on the appropriate link to the Online Licensing search page. Enter your search criteria and click search. Take note of the license number for the company or broker that you wish to associate with, and then return to the Real Estate License Transfer application.


Company License: <https://mylicense.in.gov/everification/Search.aspx?facility=Y>

Broker License: <https://mylicense.in.gov/everification/Search.aspx?facility=N>



Enter the License Destination number and choose Get Destination Info.

Enter Your License Destination:

Get Destination Info 


The [company license](#) or [broker license](#) number is needed.

If the managing broker you enter is in charge of more than one real estate company, you will need to choose the company you wish to be associated with. A drop-down menu of all companies listed for that managing broker will appear. Select the correct company, and click Continue.



The broker you have entered is currently the designated principal broker for at least one real estate company. Please select the company with which you would like your license to be associated from the list below.

Select a Company:

Continue 

Stephenson Realty LLC ▼



Confirm that you have the right company and choose Submit Transfer & Checkout. This will take you to the checkout screens. Your request will not be completed until the payment is made.

Company / Broker Information

Name: John Smith

Address: 1234 Main
Street
Indianapolis IN
46202

Phone Number: (317) 555-5555

Submit Transfer & Checkout 

Transfer your license to a **new** company or principal broker.



3.3 Option 2: Move to Referral (Same Company)

This option allows you to move your license to referral status while remaining associated with your current company or managing broker. An email notification will be sent to your current managing broker notifying him/her of your status change.

2

MOVE TO REFERRAL (SAME COMPANY)*

Move your license to **referral** status with your current company or managing broker.



You may then choose to Proceed to Checkout or Cancel the request.

MOVE TO REFERRAL

While your license is in referral status you may only make referrals to a licensed broker. Are you sure you want to change your license status to **referral** with your current company or broker?

No, Cancel

Proceed to Checkout



3.4 Option 3: Move to Referral (New Company)

This option allows you to transfer your license to a new company or managing broker and move your license to referral status at the same time. The new company or broker license number is needed. This transfer request will not be completed until the new company or managing broker approves the request. You will receive an email notification after the request is approved or if the request is denied.

3 **MOVE TO REFERRAL (NEW COMPANY) ***


Transfer your license to a new company or managing broker and move your license to **referral** status. The company license or managing broker license number is needed.



The company or broker license is needed to complete this request. If you already know the license number for the company or broker you are transferring to, you can proceed to the next step. If you do not know the license number, click on the appropriate link to the Online Licensing search page. Enter your search criteria and click search. Take note of the license number for the company or broker that you wish to associate with, and then return to the Real Estate License Transfer application.

Company License: <https://mylicense.in.gov/everification/Search.aspx?facility=Y>

Broker License: <https://mylicense.in.gov/everification/Search.aspx?facility=N>



SEARCH for a FACILITY, BUSINESS, SALON, CORPORATION, or COMPANY

Welcome to Web Lookup/Verification services. By using this search mechanism you are now able to search our databases for a facility, salon, corporation, business or company. This page is not for searching for individuals (people). The link to search for a person is below.

Please enter search criteria below to start your search (enter data in any field- we will search with whatever information you provide to us- remember less is more!). If you have partial information, you may use a wildcard search by placing a "*" at the end of the search data entered.

Click [here to search for a Person](#) rather than a facility.

Profession: --All--

License Type: --All--

Facility Name:

License Number:

Owner:

License Status: --All--

County:

City:

State: --All--

Zipcode:

Search



After choosing Move to Referral (New Company), you will have the option to proceed to checkout or cancel. If you wish to proceed, choose Proceed to Checkout.

MOVE TO REFERRAL

While your license is in referral status you may only make referrals to a licensed broker. Are you sure you want to change your license status to **referral** with your new company or broker?


No, Cancel

Yes, Submit

You will then enter the license destination number.

Enter Your License Destination:

License Number

Get Destination Info 

The [company license](#) or [broker license](#) number is needed.

If the managing broker you enter is in charge of more than one real estate company, you will need to choose the company you wish to be associated with. A drop-down menu of all companies listed for that managing broker will appear. Select the correct company, and click Continue. Review the company or broker information and if it is accurate choose Proceed to Checkout.



3.5 Option 4: Move to Assigned

This option allows you to move your license from unassigned status to a new company or managing broker. This request will not be completed until the new company or managing broker approves the request. You will receive an email notification after the request is approved or if the request is denied.

4 **MOVE TO ASSIGNED***

Move your license from unassigned status to a new company or managing broker.



You will then receive a prompt confirming you want to move your license to assigned.

MOVE TO ASSIGNED ✕

Assigning your license to a new company or broker will move your license into association with the company or broker you select. Are you sure you want to **assign** your license?

No, Cancel

Yes, Submit

The company or broker number is needed to complete this request.

Choose the corresponding link:

Company License: <https://mylicense.in.gov/everification/Search.aspx?facility=Y>

Broker License: <https://mylicense.in.gov/everification/Search.aspx?facility=N>

Once you have the correct license number, return to the Real Estate License Transfer application.



Enter Your License Destination:

License Number

Get Destination Info 

The company license  or broker license  number is needed.

If the managing broker you enter is in charge of more than one real estate company, you will need to choose the company you wish to be associated with. A drop-down menu of all companies listed for that managing broker will appear. Select the correct company, and click Continue. Review the company or broker information and if it is accurate choose Proceed to Checkout.

3.6 Option 5: Move to Unassigned

This option allows you to move license to an unassigned status. An email notification of your status change will be sent to your current managing broker.

5 MOVE TO UNASSIGNED

Move your license to **unassigned** status.



Confirm you would like to move your license to unassigned.



MOVE TO UNASSIGNED ✕

While your license is in unassigned status, you must complete the required continuing education. If your license remains in unassigned status for two successive renewal periods your license will be voided. Are you sure you want to move your license to **unassigned** status?

3.7 Option 6: Move to Inactive

This option allows you to move your license to an inactive status. While your license is in inactive status, you are not required to complete continuing education, and you must certify that you will not perform an act that requires a broker license.

6 MOVE TO INACTIVE

Move your license to **inactive** status.



Confirm you would like to move your license to Inactive.

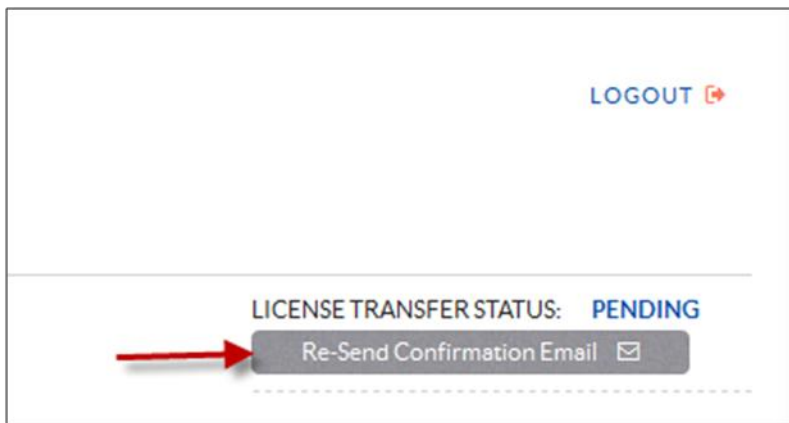
MOVE TO INACTIVE ✕

While your license is in inactive status, you are not required to complete continuing education. You must certify that you will not perform an act that requires a broker license. Are you sure you want to move your license to **inactive** status?



4 License Transfer Status

If your transfer request is still in a pending status, you will see the notification when you log in to the system. You are also able to submit a reminder email to the company or managing broker.





5 Managing Broker User Options

A managing broker may log in to the system and see any license transfer requests that have been submitted to that broker or for any company of which he or she is the designated managing broker.

Select an Option for Your License

1

VIEW TRANSFER REQUESTS

View License transfer requests

Once in the Approve/Deny Transfer Queue, you will see all active transfer requests.

Approve/Deny Transfer Queue

Save the Table:

Copy CSV Excel PDF

Text Search:

Show 10 entries

NAME	ADDRESS	PHONE	EMAIL	LICENSE	TYPE	STATUS	OPTIONS
Jun					Salesperson	Active	Approve Deny
Derrin N.					Salesperson	Referral	Approve Deny

Showing 1 to 2 of 2 entries

→

First Previous 1 Next Last



If you wish to approve a request, click on [“Approve”](#)
Confirm the Approval:

CONFIRMATION ✕

Are you sure you want to approve this record?

Cancel Yes

A confirmation message will appear if the approval was a success

SUCCESSFULLY SAVED ✕

You have successfully approved this record.

OK



If you wish to deny a request, click on [“Deny”](#)

Confirm the Denial:

CONFIRMATION ✕

Are you sure you want to deny this record?

Cancel Yes

You will then be prompted to provide additional details explaining why the request was denied.

DETAILS ✕

Please provide additional details as to why this request is being denied.

Cancel Submit

A confirmation message will appear if the denial was a



success

SUCCESSFULLY SAVED

You have successfully denied this record.

OK

After approving or denying a request, the status under options will change accordingly:

Approve/Deny Transfer Queue

Save the Table:

Copy CSV Excel PDF

Text Search:

Show 10 entries

NAME	ADDRESS	PHONE	EMAIL	LICENSE	TYPE	STATUS	OPTIONS
Jun					Salesperson	Active	Approved
Derrin N.					Salesperson	Referral	Denied

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

6 Logout

On the top right corner of the application is the Logout function. By clicking on “Logout” you will exit the Real Estate License Transfer Application.



IN.gov

Real Estate License Transfer Application

[PLA](#) > [LOGIN](#) > [OPTIONS](#) [LOGOUT](#)

